

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD
MONDAY, JULY 11, 2005

PRESENT: GARY D. DEEM, PRESIDENT
ROBERT K. TEBAY, COMMISSIONER
RICK MODESITT, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices and other correspondence.

The County Commission of Wood County, upon a motion made by Rick Modesitt, seconded by Robert K. Tebay and passed, did hereby AUTHORIZE Gary D. Deem, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Reimbursement in regard to the Enforcing the Underage Drinking Laws Program Grant Number 05-UD-016. Expenditures in the amount of one thousand six hundred twenty dollars and 00/100ths cents (\$1,620.00) were incurred during the month of June, 2005 which represents reimbursement for contractual services provided by Kelly C. Shook, Project S.O.B.E.R (Services, Observation, Behavior Modification, Education and Rehabilitation) Coordinator. In addition to the Request for Reimbursement; the Monthly Report; the Project Director's Monthly Report; the Financial Recap; the Daily Time Records of the Program Director, Kelly Shook; the Monthly Supervisor's Report; the Project Financial Report; the Demographic Reports and the AGREEMENT by and between the County Commission of Wood County and Kelly C. Shook are being submitted to the Division of Criminal Justice Services, Charleston, West Virginia. Documentation pertaining to the Enforcing the Underage Drinking Laws Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Rick Modesitt, seconded by Robert K. Tebay and passed, did hereby AUTHORIZE Gary D. Deem, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the STOP Violence Against Women Grant Number 03-VAW-008. Wood County incurred expenditures in the amount of two thousand two hundred one dollars and thirty-six cents (\$2,201.36) during the month of May, 2005. However, the Request for Reimbursement is in the amount of one thousand five hundred ninety dollars and eighty-one cents (\$1,590.81) which represents payment of overtime compensation paid to law enforcement personnel of the City of Vienna, the City of Parkersburg and the Wood County Sheriff's Department in regard to the STOP Violence Against Women Program Grant. Funds in the amount of six hundred ten dollars and fifty-five cents (\$610.55) were utilized as cash funds, as set forth in the aforementioned Grant. In addition to the Request for Reimbursement, the Monthly Reports for the Wood County S.A.F.E. Team; the Demographic Reports of City of Parkersburg Law Enforcement; the Demographic Reports of the City of Vienna Law Enforcement; the Demographic Reports of the Wood County Sheriff's Department; the Daily Time Records for law enforcement officials at the City of Parkersburg, the City of Vienna and the Wood County Sheriff's Department; Financial Information for the City of Parkersburg Law Enforcement officials; Financial Information for the City of Vienna Law Enforcement officials; Financial Information for the Wood County Sheriff's Law Enforcement; and the Project Financial Reports are being submitted to the Criminal Justice Services, Charleston, West Virginia. Documentation pertaining to the STOP Violence Against Women Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Rick Modesitt, seconded by Robert K. Tebay and made unanimous by Gary D. Deem, did hereby ORDER that the fees that the Sheriff of Wood County may charge be increased in the amount of five dollars and 00/100ths cents (\$5.00) and raises the previous maximum that be charged for the following services.

- For serving on any person an order, notice, summons or other process where the body is not taken, except a subpoena served on a witness, and making return thereof \$25.00.
- For summoning a witness \$25.00.
- For serving on any person an attachment or other process under which the body is taken \$25.00.
- For levying an attachment on real estate and making return \$25.00.
- For making any other levy \$25.00.
- For serving a writ of possession \$25.00.

The additional five dollars and 00/100ths cents (\$5.00) would be split as follows.

\$2.00 goes to the Deputy Sheriff Retirement Fund, WV Code 7-14D-6.
\$3.00 goes to the County Commission general revenue account.

The increasing service of process fees charged by the Sheriff of Wood County is in accordance with House Bill 2296 which passed April 8, 2005, in effect July 1, 2005. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Rick Modesitt, seconded by Robert K. Tebay and passed, did hereby AUTHORIZE Gary D. Deem, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Reimbursement in regard to the Enforcing the Underage Drinking Laws Program Grant Number 04-UD-131. Expenditures in the amount of six hundred forty-eight dollars and 00/100ths cents (\$648.00) were incurred during the month of June, 2005, which represents

reimbursement for contractual services provided by Kelly Shook, Project S.O.B.E.R. (Services, Observation, Behavior Modification, Education and Rehabilitation) Coordinator. In addition to the Request for Reimbursement; the Monthly Report; the Project Director's Monthly Report; the Financial Recap; the Daily Time Records of the Program Director, Kelly Shook; the Monthly Supervisor's Report; the Project Financial Report and the Demographic Reports are being submitted to the Division of Criminal Justice Services, Charleston, West Virginia. Documentation pertaining to the Enforcing the Underage Drinking Laws Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Rick Modesitt, seconded by Robert K. Tebay and passed, did hereby Authorize Gary D. Deem, in his official capacity as President and on behalf of the County Commission, to EXECUTE a LEASE AGREEMENT by and between the CLAYWOOD PARK PUBLIC SERVICE DISTRICT and the COUNTY COMMISSION OF WOOD COUNTY. The aforementioned LEASE AGREEMENT is to allow the said County Commission of Wood County to maintain a radio tower and a small building to house radio equipment on real estate owned by the CLAYWOOD PARK PUBLIC SERVICE DISTRICT. The term of the said lease will be for a period of ten (10) years, commencing on the first day of July, 2005, and terminating on the thirtieth (30th) day of June, 2015. The said COUNTY COMMISSION OF WOOD COUNTY agrees to pay the CLAYWOOD PARK PUBLIC SERVICE DISTRICT rent in the amount of one dollar and 00/100ths cents (\$1.00) per year, due each year on the anniversary date of this lease. The said CLAYWOOD PARK PUBLIC SERVICE DISTRICT shall pay all real property taxes and fees levied on the premises and the said COUNTY COMMISSION OF WOOD COUNTY shall carry public liability insurance with respect to the premises with limits of at least one million

dollars and 00/100ths cents (\$1,000,000.00). The said COUNTY COMMISSION OF WOOD COUNTY shall be entitled to erect a six-foot chain link fence with barbed wire on top around the radio tower and building. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Rick Modesitt, seconded by Robert K. Tebay and passed, did hereby AUTHORIZE Gary D. Deem, in his official capacity as President and on behalf of the County Commission, to sign the letter addressed to the Courthouse Facilities Improvement Authority, Charleston, West Virginia, enclosing Monthly Progress Reports for the months of May and June, 2005 in regard to the Courthouse Facilities Improvement Grant Number 54-02-123104. No expenditures were incurred by Wood County during the aforementioned months. Review of the proposed renovations to convert a portion of the Wood County Holding Center to the Day Report Center has taken place. Documentation pertaining to the Courthouse Facilities Improvement Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Rick Modesitt, seconded by Gary D. Deem and passed, did hereby AUTHORIZE Gary D. Deem, in his official capacity as President and on behalf of the County Commission of Wood County, to EXECUTE the Request for Reimbursement in regard to the Mid-Ohio Valley Regional Highway Safety Program Grant Number F04-163-1D-02. Expenditures in the amount of eight thousand three hundred thirteen dollars and eighty-six cents (\$8,313.86) were incurred by Wood County during the month of May, 2005, and represents payment of overtime expenses incurred by law enforcement officials of the City of Parkersburg, law enforcement officials of the Wood County Sheriff's Department, law enforcement officials of the City of Vienna and law enforcement

officials of the City of St. Marys, who participated in the driving under the influence program. In addition to the Request for Reimbursement; the Grant Progress Reports; the Time Records for law enforcement officers from the Parkersburg Police Department, the Wood County Sheriff's Department, the City of Vienna, and the City of St. Marys; the Activity Reports of the Parkersburg Police Department, the City of Vienna, the City of St. Marys, and the Wood County Sheriff's Department; and the Project Financial Report are being submitted to the West Virginia Highway Safety Program, Charleston, West Virginia. Documentation pertaining to the Mid-Ohio Valley Regional Highway Safety Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by Gary D. Deem and made unanimous by Rick Modesitt, did hereby APPROVE the Application for a Security Card submitted by Alvin L. Engelke of the Creston Company, Creston, WV, to allow Mr. Engelke to do title work. Such APPROVAL is pursuant to an Order appearing in Order Book 65, at Page 133 and bearing the date of February 25, 2003, at which time the County Commission ORDERED that Applications be completed by applicants other than local attorneys, surveyors and appraisers. An Order was prepared regarding this matter.

At 10:30 A.M., the hearing in regard to the Jessie J. Martin estate was cancelled.

At 10:45 A.M., the County Commission met with Bob Tranquill, Chief Tax Deputy, who discussed a new copy machine, computers and printers. Mr. Tranquill stated that he has talked to Doug Herrington and Marty Seufer and the computers are taken care of; they still need printers and a copy machine. Mr. Tranquill stated that there is no money drawer at the drive-thru window. The Commission asked Mr. Tranquill to get three quotes for a copier. Mr. Tranquill stated he would and stated that he and his staff are very happy with the new facility

and the public is also making positive comments. Mr. Tranquill then stated they are in need of having some shelves built.

After discussion, the County Commission of Wood County, upon a motion made by Rick Modesitt, seconded by Gary D. Deem and passed, did hereby AUTHORIZE the PURCHASE of two additional printers to be utilized at the handicap window and window number six (6) located in the Sheriff's Tax Office. Each printer will cost three hundred twenty-nine dollars and 00/100ths cents (\$329.00). An Order was prepared regarding this matter.

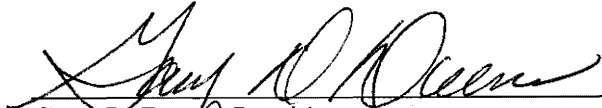
At 11:00 A.M., the County Commission met with Clint Pifer from the Floyd Brown Group, who discussed the restrooms for Fort Boreman Park. Mr. Pifer discussed the differences between building restrooms and getting a prefabricated restroom. They also discussed access to the restroom.

At 11:30 A.M., the County Commission met with Marty Seufer who discussed a sexual harassment policy. After discussion, the County Commission of Wood County, upon a motion made by Rick Modesitt, seconded by Robert K. Tebay and made unanimous by Gary D. Deem, did hereby give APPROVAL to the ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE presented by Marty Seufer, the County's Safety/Loss Control Coordinator. The aforementioned ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE had previously been APPROVED by the Safety/Loss Control Committee for Wood County. An Order was prepared regarding this matter. Jamie Six, County Clerk; K.D. Merritt, Sheriff; Rich Shaffer, Assessor's Office and Carole Jones, Circuit Clerk were present for this meeting.

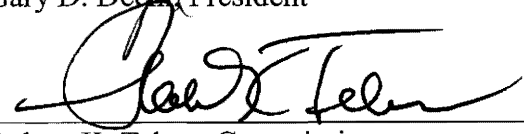
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 12:45 P.M.

APPROVED:

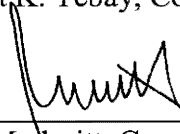
THE COUNTY COMMISSION OF WOOD COUNTY



Gary D. Deem, President



Robert K. Tebay, Commissioner



Rick Modesitt, Commissioner

To listen to this meeting, please refer to Tape #464.

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Wood County Commission Meeting
Held July 11, 2005

Please Print

1.	Robert J. Tranquill, Chief Tax Deputy 10:45 a.m.
2.	CLINT PFER, FLOYD BROWNE GROUP, 11:00 A.M.
3.	Marty Seuffer
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IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

ADDENDUM TO MINUTES OF JULY 11, 2005

Pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities, the County Commission, upon a motion made by Rick Modesitt, seconded by Gary D. Deem and made unanimous by Robert K. Tebay, reappointed Steve Stephens, K.D. Merritt and Charles Meyers to the 911 Advisory Board. Their new terms will expire April 30, 2008. An Order was prepared regarding this matter.

APPROVED:

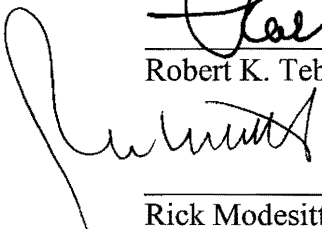
THE COUNTY COMMISSION OF WOOD COUNTY



Gary D. Deem, President



Robert K. Tebay, Commissioner



Rick Modesitt, Commissioner